



This guideline explains and outlines the process for the submittal, review, approval and use of residential standard plans within the City of Phoenix. For further information, contact the Development Services Department at (602) 262-7811, or (602) 534-5500 for TTY information.

Purpose:

The purpose of standard plan review process is to allow homebuilders the ability to process new residential plans by reducing plan review time and costs when a single, buildable plan is intended to be used for nearly identical homes created from the same basic plan on multiple lots within a particular subdivision or scattered throughout the City of Phoenix.

General Requirements:

In some cases, the City may require new subdivisions (any project consisting of three [3] or more lots) to undergo a single-family design review process. This process, outlined in Section 507 of the Phoenix Zoning Ordinance, ensures a variety of house styles, elevations, and colors in new residential subdivision developments.

Customers are advised **NOT** to submit building plans for standard plan review until they have received single-family design review approval from their designated team leader. Premature submittal of standard plans will result in significant plan review delays and additional review fees. For further information about the Single-Family Design Review Process, please contact the Design Review Administrator at (602) 534-5012.

Submittal Requirements: The following information is required for all standard plan submittals:

<ul style="list-style-type: none">• Permit application: (see construction permit application)• Two (2) copies of all plans and calculations)	<ul style="list-style-type: none">• Soils report for subdivision (only one needs to be provided per subdivision)	<ul style="list-style-type: none">• Detail Sheets
<ul style="list-style-type: none">• Cover sheet showing all the possible footprint options and a table with a legend identifying options, square footage, and where they are located on the plans (See Exhibit A)	<ul style="list-style-type: none">• Roof Plan• Roof Framing Plan• Foundation Plan• Exterior Plan• Floor Framing Plan (two-story houses)• Electrical Plan• Structural Calculations (usually a packet of 8 1/2" x 11" sheets - a supplemental to the plans)	<ul style="list-style-type: none">• Plumbing Plan (This should include a waste and vent isometric, a gas isometric (if applicable) and water meter calculations. This information is not always shown on a separate plan or with the general notes)

Standard Plans Elements (Effective April 29, 2002) All plans submitted for standard plan review should address the following guidelines:

1. All options that may be used shall be shown and listed in a simplified diagram on the cover sheet with an index showing where they are detailed in the drawings. (See example – Exhibit A)
2. Options that change exterior architectural features (including doors, windows, covered entries, patios, garage options and roof options) shall be shown as different elevations. Each different style of elevation, including associated details, must be provided and clearly cross-referenced.
3. All changes in framing, foundation, electrical, mechanical, and plumbing shall be shown on separate plan views, details, and sections and be clearly cross-referenced on the cover sheet.
4. If a standard plan is to be used in a subsequent subdivision, the plan will be revised to indicate the soil conditions, any revisions to the typical plot plan, and any revisions to the building elevations. A revision fee will be charged and option fees will be charged, if necessary, per item 6 below.
5. Design changes that **will not** be charged plan review fees as options:
 - a) Building elevations, front porches, fireplaces, bay windows, entertainment centers, and extensions 30 square feet or less.
 - b) Interior non-bearing wall changes.
 - c) Mechanical/electrical/plumbing changes when no change in the size of the electrical service is made.
 - d) Roof orientation changes.
 - e) Covered patios of any size.
6. Design changes that **will** be charged plan review fees as options:
 - a) Except as noted in #5 above, changes that result in an increase, decrease, and/or reconfiguration of the building footprint. This includes but is not limited to:
 - Building elevation changes, front porches, fireplaces, bay windows, entertainment centers, and extensions over 30 square feet.
 - Room/garage additions and extensions.
 - Walk decks.
 - b) Additional basements.
 - c) Changes to foundation (conventional reinforcement, post-tension, etc.).
 - d) Structural framing changes without changing materials.
 - e) Changes which increase the space to be air-conditioned.

7. Design changes that will **require** a separate standard plan:
 - Wood-framed, steel-framed, and masonry construction options.
 - Conventional floor/roof framing versus trussed floor/roof framing systems options.
8. Plan review fees for residential standard plans:
 - Valuation based on largest square footage including all options.
 - \$120* per option.
 - \$240* for revision(s) to standard plan.
9. Turnaround times for review will be updated weekly.
10. When an application for a permit based on an approved standard plan is received, if the combination of options to be built under that permit has not been used before for a permit, a \$30* data entry fee will be charged to create that combination in the computer for use in the current permit and any future permits for exactly the same combination of options.

Combinations will **NOT** be created unless required for a permit.

11. A plot plan must be submitted with each permit application showing the exact footprint, with all options listed for the house to be built.
12. A plot plan review fee* is charged for each permit to assure that the house footprint on the specific lot meets all applicable code(s) and/or stipulation(s).
13. An 8 ½ by 11-inch version of the simplified diagram with all options and the Table of Options from the cover sheet (Exhibit A) shall be submitted with the standard plan review submittal.

* See Appendix A.2 of the City Code for basis of charged fees.

Standard Plan Review Process:

New Submittals:

Development Services Department (DSD) staff performs the standard plan review process. Once reviewed, DSD staff will notify the customer if the plans are either ready for corrections or approved for future use. New submittals are submitted to the Development Assistance Center (DAC) on the first floor of City Hall (602) 262-7888.

Corrections:

If your standard plans submittal requires further information or corrections before the City can approved them, you will need to resubmit them for additional review to the City.

Revisions and Updates:

On occasion, standard plans may need to be revised or updated based on changes in various construction codes, ordinances, or owner preference. Any revision or update needs to be submitted for review and approval to DSD. Once a revision or update has occurred, a new standard plan number will be generated to reflect the plans have been modified for future use.

Benefits of Standard Plan Use:

Once the City has approved a standard plan, the owner of record now has the ability to use the standard plan in the following ways:

- Construct the approved standard anywhere within the City of Phoenix, subject to obtaining a building permit,
- Allow other people, homebuilders, etc... to use the approved standard plan for construction. To allow other people to use the standard plan, will require the applicant to submit to the DSD - Record section a notarized letter indicating the following: The name of the proposed applicant, standard plan number to be used, and address of site the new house is to be built.

In either case, a separate construction permit application must be submitted for each home site indicating the address of the proposed home site, standard plan # to be built, and plot plan showing the location of the house on the proposed parcel or lot.

The owner of record is generally the architect or engineer who sealed the plans or the homebuilder who has authorized the development of the house plan for future construction purposes.

Obtaining Copies of Standard Plans:

Copies of the approved standard plan can only be obtained by having the standard plan owner of record, provide a notarized letter to the Development Services Department - Record Section indicating the following:

- The name of the proposed applicant, standard plan number to be used, and site address where the new house is to be built.

Once confirmed, the DSD - Record section staff will forward the plans for reproduction and notify the applicant when they are ready for pick-up and payment of appropriate photocopy charges. The DSD - Record section is located on at City Hall, 2nd floor. For further information please call (602) 262-7800. This publication can be made available in alternative formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department, or (602) 534-5500 for TTY information.